



Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM  
No. 886 s. 2021

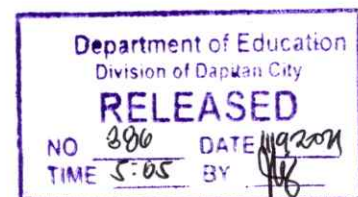
**TO :** ASST. SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISORS (CID & SGOD)  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
EDUCATION PROGRAM SPECIALISTS  
ADMINISTRATIVE OFFICER V  
ALL OTHERS CONCERNED  
This Division

  
**FROM :** FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent *9*

**SUBJECT :** RPMS YEAR-END-REVIEW AND EVALUATION, PERFORMANCE  
PLANNING AND COMMITMENT FOR CY 2022

**DATE :** NOVEMBER 19, 2021

1. Pursuant to DepEd Order No. 2, s. 2015 re; Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, Phase III: Performance Review and Evaluation shall be done at the end of the performance cycle to assess the office and individual employee's performance level based on the commitment and measures as contained in the signed OPCRf and IPCRF. The head of office in coordination with the Planning Office, shall assess the performance of the office vis-à-vis the committed targets at the beginning of the performance cycle. The rater and the ratee shall discuss and agree on the individual assessment based on the actual accomplishments of each of the KRAs and Objectives. The final rating shall be based on the actual solely on the accomplishment of the specific objectives as measured by the Performance Indicators.
2. The OPCRf and IPCRF shall be accomplished and completed by the rater and ratee to:
  - i. reflect actual accomplishments and results;
  - ii. rate each of the objectives;
  - iii. compute for the score per objective;
  - iv. determine the overall rating for accomplishments;
  - v. reach an agreement; and
  - vi. assess the competencies.



**Address:** Sunset Boulevard, Dawo, Dapitan City      **SGOD-HRD-DM-2021**  
**Telephone No.:** (65) 908-8242      **Fax No.:** (65) 908-8361  
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3. Phase I: Performance Planning and Commitment shall be done prior to the start of the performance cycle and the head of offices shall ensure the alignment of the office plans and commitments to the overall organizational outcomes. The rater and the ratee shall discuss and agree on the following:
  - i. Office KRAs, Objectives and Performance Indicators as anchored to the overall organizational outcomes; and
  - ii. Individual KRAs, Objectives and performance Indicators as anchored to the Office KRAs and Objectives.
4. In this regard, this division will conduct a **RPMS Year-End-Review and Evaluation, Performance Planning and Commitment for CY 2022** on December 21, 2021. The venue will be announced later.
5. The objective of this activity is to:
  - i. review and accomplish the Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form (IPCRF) for CY 2021.
  - ii. ensure the alignment of the office plans and commitments to the overall organizational outcomes for CY 2022;
  - iii. plan/set office performance goals/objectives and performance measures for calendar year 2022 by the respective offices (CID, SGOD, Budget, Accounting, Admin, ASDO).
6. The participants of this activity are SDS, ASDS, CHIEFs, EPSs, PSDSs, PICDs, Section Heads and selected School Heads.
7. Meals and snacks, materials, honorarium of the speakers and other expenses during this training shall be charged against 2021 Division HRD Funds.
8. All participants are requested to wear semi-formal attire.
9. The participants shall be required to submit on the 14<sup>th</sup> day of January 2022 the following:
  - a. accomplish and approved OPCRf and IPCRF for CY 2021;
  - b. accomplish and approved Plan OPCRf and IPCRF for CY 2022.
10. The templates for the consolidation of performance rating, development needs, Frequency distribution can be access through this link:  
<http://bit.ly/opcrfipcrfattachment2021>
11. For queries, you may contact Michelle V. Torres, SEPS-HRDS, SGOD with Cellphone No. 09982945472.
12. Immediate dissemination of and strict compliance with this Memorandum is desired.



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**ACTIVITY MATRIX**

<b>Time</b>	<b>Activities</b>	<b>Persons Involved</b>
8:30AM- 9:00AM	Preliminaries/Opening Program National Anthem .....  Prayer .....  Welcome Remarks .....  Message .....	EMCEE: Vicente Ramon V. Suarez II, EPS II  Germanico C. Malacat, EPS  Luna Luz B. Racho, EPS  Oliver B. Talaoc , OIC-ASDS  Felix Romy A. Triambulo, CESO V Schools Division Superintendent
9:00AM-2:30AM	Performance Planning for Office: -Defining the Office KRAs - Setting Office Objectives - Setting the Timeline - Assigning the Weight - Identify the performance Indicators	Oliver B. Talaoc, OIC, ASDS – School Heads Dr. Ella Grace M. Tagupa - PSDSs/PICDs Sherlito E. Sagapsapan - SGOD Olga P. Miranda - Accounting Belinda P. Gemperoso - Budget Geordito T. Olario - Admin
2:00PM – 2:30PM	Presentation of Outputs	By Office
2:30PM – 4:45PM	Performance Year-End-Review and Evaluation	Oliver B. Talaoc, OIC, ASDS Dr. Ella Grace M. Tagupa - PSDSs/PICDs Sherlito E. Sagapsapan - SGOD Olga P. Miranda - Accounting Belinda P. Gemperoso - Budget Geordito T. Olario - Admin
4:45PM - 5:00PM	Closing Program	



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